

**MEMORANDUM OF AGREEMENT
BETWEEN
STATE OF CONNECTICUT JUDICIAL BRANCH
COURT SUPPORT SERVICES DIVISION
AND
CONNECTICUT STATE DEPARTMENT OF CHILDREN AND FAMILIES**

This Agreement is entered into by William H. Carbone, Executive Director, on behalf of the State of Connecticut Judicial Branch, Court Support Service Division, and Susan I. Hamilton, Commissioner, on behalf of the State of Connecticut Department of Children and Families.

WHEREAS, the State of Connecticut Judicial Branch, Court Support Service Division, (hereinafter referred to as CSSD) is in need of services to support persons under Adult probation supervision, 16 to 17 years of age, in their transition into adulthood; and

WHEREAS, the Connecticut Department of Children and Families (hereinafter referred to as DCF) has contracted to create Work and Learn Youth Programs in the cities of Hartford and Bridgeport to service this age population.

NOW, THEREFORE, the CSSD hereby agrees to purchase slots at the following DCF contracted programs, Our Piece of the Pie (hereinafter referred to as OPP) in Hartford and Family Services – Woodfield's Youth Business Center (hereinafter referred to as FSW) in Bridgeport. CSSD agrees to transfer the sum of \$290,000 to DCF for each fiscal year of this Agreement. Allocation of these funds shall be in accordance with the following:

Provider Name	Cost per Slot/Yr	Slots Purchased	Total Annual Cost
FSW	\$7000	20	\$140,000
OPP	\$7500	20	\$150,000

1. Transfer of Funds

The transfer of funds shall occur through Interagency Transfer Invoices (TI) submitted to CSSD by DCF according to the following schedule:

SFY	DATE	AMOUNT
SFY 11	Per Quarter [on or about July 1 st ; Oct 1 st ; Jan 1 st ; April 1 st]	\$72,500.00
SFY 12	Per Quarter [on or about July 1 st ; Oct 1 st ; Jan 1 st ; April 1 st]	\$72,500.00

Only funds transferred by CSSD to DCF shall be used to pay for the services provided to CSSD clients pursuant to this Agreement and all such transferred CSSD funds shall be utilized exclusively for CSSD clients.

If financial reports received by DCF from the contractors providing Work & Learn Youth Program services (hereinafter referred to as the Contractors) reflect unexpended funds associated with CSSD funded slots, DCF shall credit CSSD for such unexpended funds. The credit shall equate to a reduction in the amount of the TI to be processed on or about April 1st of each respective state fiscal year (hereinafter referred to as SFY), or shall equate to a forwarding of such unexpended funds to the General Fund if the SFY is closed.

2. Responsibilities of Parties

CSSD and DCF agree to work collaboratively to place or discharge clients in each Work & Learn Youth Program. CSSD will designate a staff member to review all CSSD's referrals. DCF will have primary responsibility for programmatic monitoring. CSSD reserves the right to monitor any of these programs in conjunction with DCF or separately. DCF will provide CSSD with access to the Work & Learn Data Outcome reports.

DCF will cause the selected Contractors to provide services for twenty (20) clients as defined in the contract. CSSD will ensure that clients referred are 16-17 years of age with court ordered probation (probation must be ordered by the court for at least twelve (12) months; initial referrals must have twelve (12) months left on probation from the effective date of this Agreement). CSSD will ensure that these clients are able to function in the community and interact with other youth under minimal supervision. It is preferred that clients will be classified as medium to low risk under probation standards, but high risk clients will be considered on a case-by-case basis, to the extent that any issues do not negatively impact other program participants.

DCF will notify CSSD, in writing, of any proposed changes to the contract language between DCF and the contracted Provider. Notwithstanding any other provision herein to the contrary, if CSSD objects to any of the proposed changes, it shall notify DCF of its objections in writing. DCF shall provide CSSD written notice of the final changes at least ten (10) in advance of the effective date of the change. If the final contract contains language that CSSD objected to, it may terminate this Agreement and its obligation to pay by providing notice in writing within ten (10) days of its receipt of notice of the final terms from DCF.

3. Data and Outcome Reporting:

DCF agrees to provide, or have the Contractors provide, outcome reporting data for performance based measures, and quality improvement data to CSSD. The data will include, but is not limited to:

- a. Demographic information (e.g. name, date of birth, gender, race, ethnicity/national origin, town of origin, referral date, intake date)
- b. Individual service planning and progress data
- c. Retention and discharge information
- d. Program information

DCF will provide, or have the Contractors provide, CSSD referral sources monthly individual updates (i.e. ISP and progress data) through the DCF data outcome reports. In addition, DCF will provide, or have the Contractors provide, CSSD, in an electronic format, biannual statistical report containing aggregate data.

DCF shall require the Contractors to track CSSD clients separately from DCF clients in order to insure the confidentiality of clients who are not referred by CSSD.

4. Collaborative Oversight Committee

CSSD and DCF shall continue to meet as a collaborative oversight committee for the purposes of monitoring the implementation of this Agreement, evaluating the results, resolving issues arising from the provision of services, and other such purposes upon which CSSD and DCF shall jointly agree.

5. Termination

Except as otherwise provided in section 2, above, this Agreement may be terminated by either party upon ninety (90) days written notice except that this Agreement may be terminated upon sixty (60) days written notice in the event that funding for the specified services is reduced or eliminated by the legislature. No termination of this Agreement shall be effective against payment by CSSD for services already rendered by a Provider under contract with DCF to provide services in fulfillment of this Agreement.

6. Modification

The Agreement shall not be modified except in writing signed by the parties.

7. Effective Period

This Agreement is effective upon execution, and shall remain in effect until June 30, 2012, unless terminated earlier by either party pursuant to the terms contained in the Agreement.

STATE OF CONNECTICUT, JUDICIAL BRANCH LEGAL SERVICES APPROVED AS TO FORM

By: Martin R. Libbin
MARTIN R. LIBBIN
DEPUTY DIRECTOR
LEGAL SERVICES

10/14/10
DATE

STATE OF CONNECTICUT, JUDICIAL BRANCH COURT SUPPORT SERVICES DIVISION

By: William H. Carbone
WILLIAM H. CARBONE
EXECUTIVE DIRECTOR

10-14-10
DATE

STATE OF CONNECTICUT, DEPARTMENT OF CHILDREN AND FAMILIES

By: 
SUSAN I. HAMILTON, JD, MSW
COMMISSIONER

10/20/10
DATE